



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

Office of the Chancellor

# LSRT and SBC School Budget Technical Assistance Session Briefing School Year 2010-2011

January 7, 2010 – Langdon Education Campus

January 11, 2010 – Savoy Elementary School

January 13, 2010 – Bancroft Elementary School

# Agenda

1. Public Engagement and LSRTs
2. Timeline
3. Budget Guide
4. Comprehensive Staffing Model
  1. Overview
  2. CSM Core Requirements
  3. Allocation Examples
5. Personnel Spending
6. Non-Personnel Spending
  1. Categories
  2. School Support Budget v. Local School Budget Responsibilities
  3. Recommended Allocations
7. Next Steps
8. Question and Answers

## Expectations of LSRT /SBC Chairs

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- LSRT/SBC Chairs are expected to:
  - Play an important advisory role for your principal
  - Participate in meetings and briefings (like December 16<sup>th</sup> budget kick-off meeting) or access the online materials
  - Connect with LSRT/SBC members on what they learned at the budget kick-off meeting or from the online materials
  - Collect and communicate all community input with the principal.
  - Attend and invite fellow members to Budget Information Sessions
  - Communicate with members of the LSRT
  - Be certain that LSRT/SBC members are aware of consultation meetings with principal and that they attend
  - Advise the principal on budget creation
  - After school budget proposal has been finalized, sign off in QuickBase (technology application) with your signature and the dates that budget consultations occurred.

## Expectations of LSRT/SBC Members

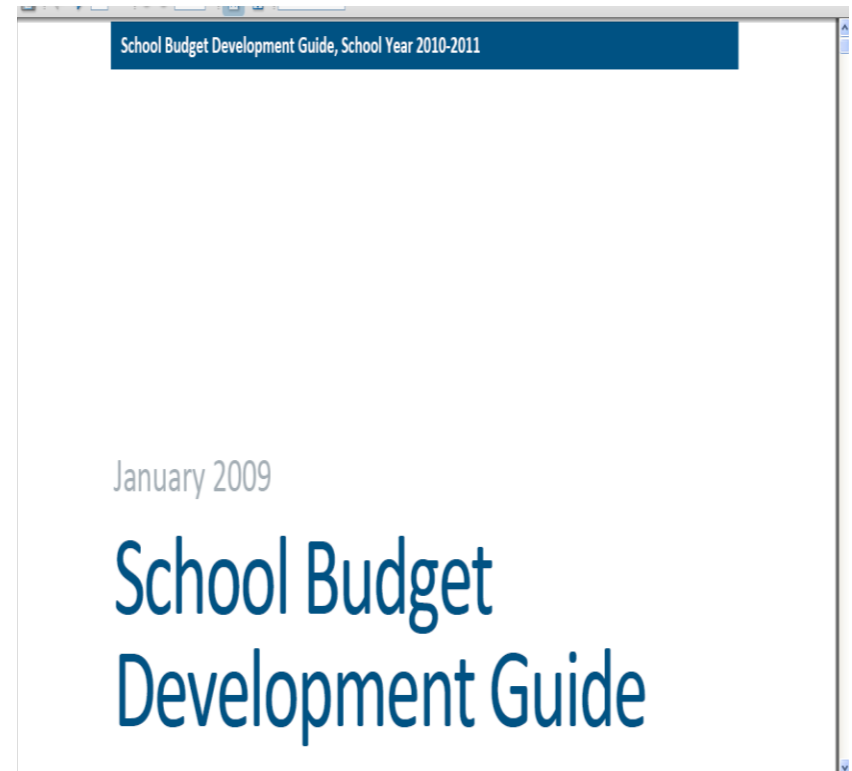
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- LSRT/SBC Members are expected to:
  - Learn about budgets and the budgeting process if necessary
  - Connect with the groups they represent
  - Engage in the creation of the school budget
  - Attend scheduled consultation meetings with principal
  - Advise principal on budget priorities

# School Budget Development Guide

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- The School Year 2010-2011 Budget Guide is available on the DCPS Website:  
<http://dcps.dc.gov/DCPS/budgetfy11>
- Technical and specific information on budget development and requirements from program areas for schools



# Budget Development Timeline

December 16, 2009	Briefing for principals and LSRTs
December 29, 2009 January 7, 2010	Technical assistance sessions for principals, 10am at Central Office, 825 N. Capitol St, NE
January 7, 11 and 13, 2010	Budget information sessions for LSRTs and parent advisory groups, 6:30-8pm, Langdon (7 <sup>th</sup> ), Savoy (11 <sup>th</sup> ) and Bancroft (13 <sup>th</sup> )
January 4, 2010	Enrollment projections given to principals
January 6, 2010	Enrollment projection petitions due into the GoogleForm
January 11, 2010	Enrollment petitions decisions final
January 14, 2010	All-principals meeting to share final school budget allocations, petitions and technology, McKinley HS, 4:30-5:30pm
January 20-26, 2010	Technical assistance sessions for principals and LSRT's
January 26, 2010	Budget petitions due (decisions by February 1, 2010)
February 3, 2010	Budget due
February 8-19, 2010	Budget roundtables
By February 25, 2010	Principal budget presentation to school community

## FY 11 Budget Basics – Comprehensive Staffing Model

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- The Comprehensive Staffing Model is designed to ensure that all schools, regardless of their size or location, offer a full complement of programming, including art, music, physical education, AND those wrap-around services to support the student's non-academic needs (social workers, psychologists).
- The Comprehensive Staffing Model consists of two parts:
  - “Core Staffing” - A “core” set of positions is required at all schools. This includes a principal, art, music and PE teachers, instructional developers, librarians and social workers or counselors. Under the CSM, every school will have the resources we know are fundamental to academic success. Any changes to the core requires a budget petition and Chancellor approval.
  - “Flexible Funds” – The majority of a school's funds are flexible funds, based on enrollment, to staff and resource the remainder of the school program. Flexible funds allow schools to tailor the academic program to the specific needs of each school community. Flexible funds are allocated by the school as part of the development of the school budget.
- Each school principal, LSRT/SBC and instructional superintendent is responsible for creating a school budget which best meets the school's needs and maintains the comprehensive staffing model as well as the wrap around services essential for our student's success.

## Comprehensive Staffing Model

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- There are 29 schools that have received the enhanced Comprehensive Staffing Model since 2007.
- These schools were identified because they were receiving schools for closed or consolidated programs in school year 2008-2009.
- These schools receive additional funds to cover additional required positions.
- In FY11, we will be unable to expand further, however, the long-term intention continues to be eventual expansion to all schools.



# Comprehensive Staffing Model – Core Requirements

	CSM -FULL				CSM - STANDARD								
					Elementary			Middle/PK8			SHS		
	Enrollment		FTE		Enrollment		FTE	Enrollment		FTE	Enrollment		FTE
Principal	...	...	1		...	...	1	...	...	1	...	...	1
Special Education	1	250	0.5		1	250	0.5	1	250	0.5	1	250	0.5
Coordinator	251	600	1		251	2000	1	251	2000	1	251	2000	1
	601	2000	2		(must petition to go below 1.0)								
Social Worker	1	250	1		1	250	0.5	1	250	1	1	250	1
or Counselor	251	500	2		251	500	1	251	500	2	251	500	2
	501	750	3		501	750	2	501	750	3	501	750	3
	750	2000	4		750	2000	3	750	2000	4	750	2000	4

# Comprehensive Staffing Model – Core Requirements

	CSM -FULL				CSM - STANDARD										
					Elementary				Middle/PK8				SHS		
	Enrollment		FTE		Enrollment		FTE		Enrollment		FTE		Enrollment		FTE
Instructional Developer	...	...	2		...	...	1		...	...	2		...	...	2
Media Specialist	1	250	0.5		1	250	0.5		1	250	0.5		1	250	0.5
or Librarian	251	2000	1		251	2000	1		251	2000	1		251	2000	1
Art teacher*	1	250	0.5		1	250	0.5								
(elem & preK-8 only)	251	400	1		250+	1 per	400								
	401	800	1.5												
Music teacher*	1	250	0.5		1	250	0.5								
(elem & preK-8 only)	251	400	1		250+	1 per	400								
	401	800	1.5												
PE teacher*	1	250	0.5		1	250	0.5								
(elem & preK-8 only)	251	400	1		250+	1 per	400								
	401	800	1.5												
Paraprofessionals	PS	15	1		PS	15	1								
Paraprofessionals	PK-K	20	1		PK-K	20	1		..				..		

# Comprehensive Staffing Model – Flexible Funds

	CSM -FULL				CSM - STANDARD									
					Elementary			Middle/PK8				SHS		
	Enrollment	FTE			Enrollment	FTE		Enrollment	FTE			Enrollment	FTE	
Teachers	PS	15			PS	15		PS	15					
	PK-K	20			PK-K	20		PK-K	20					
Average class size	1-2	20			1-2	20		1-2	20					
	3-5	25			3-5	25		3-5	25					
	6-8	20			6-8	20		6-8	20					
	9-12	20			9-12	20		9-12	20			9-12	20	
School Administrator		1 per	300			1 per	400		1 per	300			1 per	300
(Dean of Students,														
ISS Coordinator,														
Asst Principal)														
IT Support/Lab	...	...	1		> 250	1		> 250	1		...	> 250	1	
Psychologist	0	500	1											
	501	2000	1											

# Comprehensive Staffing Model – Flexible Funds

	CSM -FULL				CSM - STANDARD										
					Elementary			Middle/PK8				SHS			
	Enrollment		FTE		Enrollment		FTE		Enrollment		FTE		Enrollment		FTE
Attn Cslr (SHS)	...	...	0				0		...	...	0		...	...	1
Admin Aide	...	...	1		...	...	1		...	...	1		...	...	1
Business Mngr	1	250	0.5		1	250	0.5		1	250	0.5		1	250	0.5
	251	2000	1		251	2000	1		251	2000	1		251	2000	1
Clerk		1 per	400			1 per	400			1 per	400			1 per	400
Registrar													0	375	0
(SHS only)													376	2000	1
Guidance Counselor		1 per	400							1 per	400			1 per	400
(MS & SHS only)															

## FY 11 Budget Basics

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- How is my budget calculated?
  1. Per pupil funding formula
  2. Special Education funding formula
  3. English Language Learners / English as a Second Language Allocation
  4. Non-formula funds
  5. Title I/II Funds
  6. Other Federal Funds
    - Head Start

## Funds and Funding Sources - Allocation Example

Enrollment				Notes
Total Student Enrollment	410			Total enrollment for entire school
Special Education	59			
ELL	277			
F&R Lunch	371			
SY 09-10 Allocation	FTE			Notes
Local Funding			\$3,228,120	Funding generated through a combination of core positions and student enrollment
Special Education	4		\$324,740	Required teachers to meet student needs
ELL	12.5		\$1,217,299	Required teachers to meet student needs
Non-Formula Funds			\$0	Funds for special program or other purpose not allocated through the CSM
Subtotal, local funds			\$4,770,159	
Title I			\$189,741	Federal funds are component of the total budget. Schools utilizing a schoolwide model can use these funds as part of the flexible resources.
Title II - Professional Development			\$11,500	
Title I - Parent Partners			\$3,499	
Subtotal, Federal Funds			\$204,739	
Federal Payment			\$0	Additional funds to support schools receiving CSM-Full
Intradistrict	1		\$32,736	Funds for transfer of SPED Aides from Central to schools.
Federal Payment	1.71		\$113,921	Funds for Early Childhood positions
Total Allocation			\$5,121,555	Includes all revenue sources

## Core Staffing – Allocation Example

Core Staffing	FTE (F/T)	FTE (P/T)		Notes
Principal	1		\$134,019	
Special Education Coordinator	1	0	\$96,603	<b>NOTE: All positions are based on FY10 Average Salaries</b>
Art Teacher	1	0	\$81,185	
Music Teacher	1	0	\$81,185	
Physical Education Teacher	1	0	\$81,185	
Special Education Teacher	4		\$324,740	
Bilingual Education Teacher	12	0.5	\$1,014,813	
Media Specialist/Librarian	1	0	\$81,185	
Social Worker/Counselor	1	0	\$81,185	
Bilingual Education Counselor	2		\$162,370	
Instructional Developer	1		\$81,185	
Custodial Foreman	1		\$90,627	
Pre-K & K Paraprofessional		8	\$261,888	
Bilingual Education Paraprofessional		1	\$32,736	
Substitutes			\$8,000	
<b>Total Core Funding</b>			<b>\$2,612,906</b>	Dollar equivalent of core staffing. These positions cannot be changed.

## Personnel Spending – Allocation Example

Item No.	Units	Title	Pay Plan	Pay Grade	Average Cost	Subtotal
<b><i>School-Based Management Staffing</i></b>						
1.	1.0	Principal	ET	06	\$134,019	\$134,019
2.	1.0	Assistant Principal	ET	08	\$109,630	\$109,630
3.	1.0	Administrative Assistant	EG	09	\$46,826	\$46,826
4.		Administrative Aide	EG	07	\$50,790	\$0
5.	1.0	Clerk/Data Entry Clerk	DS	04	\$39,650	\$39,650
6.		Registrar	EG	05	\$43,257	\$0
7.	0.5	Business Manager	EG	11	\$73,490	\$36,745
8.		Dean of Students/Prog Coordinator	ET	10	\$96,603	\$0
10.	1.0	Special Ed Coordinator	ET	10	\$96,603	\$96,603
11.		Administrative Officer	EG	12	\$85,618	\$0
12.		ISS Coordinator	EG	07	\$50,790	\$0
13.		Academy Coordinator	ET	10	\$96,603	\$0
		<b>Total</b>				<b>\$463,473</b>

**NOTE: All positions are based on FY10 Average Salaries**



## Personnel Spending – Allocation Example

Item No.	Units	Title	Pay Plan	Pay Grade	Average Cost	Subtotal
<b><i>School-Based Classroom Staffing</i></b>						
14.	17.0	General Education	ET	15	\$81,185	\$1,380,145
15.	1.0	Art	ET	15	\$81,185	\$81,185
16.	3.0	Pre-K	ET	15	\$81,185	\$243,555
17.	4.0	Special Education	ET	15	\$81,185	\$324,740
18.	15.0	ESL / Bilingual	ET	15	\$81,185	\$1,217,775
19.	1.0	Head Start	ET	15	\$81,185	\$64,948
20.	1.0	Music	ET	15	\$81,185	\$81,185
21.	1.0	PE	ET	15	\$81,185	\$81,185
		<b>Total</b>				<b>\$3,474,718</b>

**NOTE: All positions  
are based on FY10  
Average Salaries**

## Personnel Spending – Allocation Example

Item No.	Units	Title	Pay Plan		Pay Grade		Average Cost		Subtotal
<b><i>School-Based Support Staffing</i></b>									
22.		Teacher (EG 09)	EG		09		\$74,389		\$0
23.		Counselor	ET		15		\$81,185		\$0
24.	2.0	Bilingual Counselor	ET		15		\$81,185		\$162,370
25.		Parent/Tech Coordinator	EG		09		\$46,826		\$0
26.	1.0	Librarian/Media Specialist	ET		15		\$81,185		\$81,185
27.		Library/Tech Aide/Data Coord	EG		04		\$42,612		\$0
28.		Attendance Counselor	EG		09		\$50,432		\$0
29.	1.0	School Social Worker	ET		15		\$81,185		\$81,185
30.		School Psychologist	ET		15		\$81,185		\$0
31.		Computer Lab Coordinator	EG		09		\$50,432		\$0
32.		Behavior Technician	EG		05		\$41,650		\$0
33.	1.0	Instructional Developer	ET		15		\$81,185		\$81,185
<b><i>School Based Custodial Staffing</i></b>									
34.	1.0	Custodial Foreman	SW		05		\$90,627		\$90,627
35.	3.0	Custodian	RW		03		\$47,562		\$142,686
<b>Total</b>									<b>\$639,238</b>

## Personnel Spending

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- A note on Class Size and Multi-Age Classrooms
  - Research indicates that smaller class size is linked with increased student achievement only for early childhood. You should aim to build small class-sizes and staff para-professionals for our PS-K classes.
  - Class sizes in the mid-20s in the elementary grades are consistent with research on good practice.
  - Research on multi-age classrooms demonstrates that students in multi-age settings do as well or better than they would have in single grade classrooms. By creating multi-age classrooms, you can both effectively serve the students in the classroom and provide a breadth of services to all children.

### Sources:

*Multi-age classrooms:* research from the following authors, Mason and Burns, Gajadharsingh, Miller, Goodland and Veenman, is best summarized here: [http://www3.sd91.bc.ca/mcleod\\_web/documents/Research%20Split%20Classes.pdf](http://www3.sd91.bc.ca/mcleod_web/documents/Research%20Split%20Classes.pdf)

*Class size research:* Hanushek, E.A. "Some Findings from an Independent Investigation of the Tennessee STAR Experiment and from Other Investigations of Class Size Effects." Also Nye, Hedges, & Konstantopoulos. "The Effects of Small Classes on Academic Achievement: The Results of the Tennessee Class Size Experiment." Also Finn, Gerber, Achilles, & Boyd-Zaharias. "The Enduring Effects of Small Classes."

## Schools with Special Budget Considerations

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- Partner Schools
- Autonomous Schools
- Collaborative Schools
- Catalyst
  - Centrally funded coordinator position
- PreK-8's
- International Baccalaureate
  - Coordinator (IB and CAS)
  - Dedicated teachers
- School-wide Application Model
  - Academic Intervention Coach
- Full Service Schools
  - AP for intervention
  - Two Instructional Coaches

## Petition Process

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- There are two types of petitions. Through an **enrollment petition**, a school may challenge the number of students projected at that school. Through a **budget petition**, a school may adjust required staffing allocations based upon the needs of the individual schools.
- **Enrollment petitions** were due on Wednesday, January 6, 2010. Principals received initial projections on January 4 via email. If principals did not believe the projections were accurate, they submitted a petition and specified why the school believes the projection was incorrect. The petitioning schools specified the sources of any increase in enrollment they anticipate. Petitions are currently being reviewed.
- **Budget petitions** must be completed by January 26, 2010. Through a budget petition, a school may request a change to any required staffing position. Schools cannot appeal student enrollment as part of a budget petition.

# Non-Personnel Spending

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## 1. Technology

1. Printers
  1. Ink cartridges
  2. Maintenance
2. LCD projectors
3. Smart boards
4. Telephones (lines needing to be moved)
5. Computers for all teachers (new and returning)
6. Software and licenses for computer programs
7. Read 180

## 2. Custodial Supplies

1. Cleaning
2. Maintenance
3. Ice Melt
4. Equipment
  1. Lawn mowers

## 3. Travel

1. Professional Development
2. Field Trips

## 4. Office and classroom supplies

1. Copy paper
2. General teacher supplies
  1. Markers
  2. Paper
  3. Pencils
  4. Chalk
  5. Bulletin board paper
  6. School start-up supplies
3. Art, science and music supplies
4. Library books
5. Printing
6. Furniture (desks, cafeteria tables, etc.)\*\*\*

## 5. Support Services

1. Medical
2. Security equipment
3. Contractors and professional services

\*\*\*While the warehouse continues to be a school resource, anything that is unavailable at the warehouse is the school's responsibility

## Non-Personnel Spending

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- Top five under-budgeted fields in FY 10:
  1. Office and educational supplies
  2. Custodial and maintenance
  3. Cleaning supplies
  4. Telephones and computers
  5. Printing and postage
  
- Miscellaneous areas for which schools are responsible:
  - Security overtime for special events
  - Custodial overtime for special events
  - Administrative premium for staff
  - Substitutes

# School Support Budget v. Local School Budget

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## School Support Budget

- Long-term substitutes
- All adopted new and replacement textbooks and consumables
- Testing materials and supplies for centrally mandated testing (SPED and CAS)
- Translation services
- Dedicated Aides
- Security
- Head Start Aides
- Food Service
- Read 180 Scholastic Consumables
- Athletic programs

## Local School Budget

- Core Staffing
- JROTC
- Head Start teachers
- Substitute teachers
- Custodial supplies and equipment
- Office supplies
- Phones
- Printing services (handbooks)
- Computers for new teachers
- Furniture (desks, cafeteria tables, etc.)
- Technology
- Postage
- Field trips
- Non-adopted texts and materials
- SPED resource materials required by IEP's
- SEC Technology
- Read 180 technology and supplies
- School start-up supplies



## Recommended NPS set asides

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■ Technology:	\$6 per student
■ Custodial and maintenance supplies:	\$29 per student
■ Office and classroom supplies:	\$170 per student
■ Travel and professional development:	\$20 per student
■ Support Services:	\$22 per student
■ Miscellaneous:	\$54 per student
	<hr/>
	\$301 per student

## Non-Personnel Spending – Allocation Example/Exercise

Item No.	Object Class	Description of Item	Cost	CSM Funds	Total
1.	20	Classroom Supplies	\$55,861	\$55,861	\$55,861
2.	20	Office Supplies		\$ -	\$ -
3.	20	Custodial Supplies	\$35,670	\$35,670	\$35,670
6.	20	School Health Supplies	\$1,000	\$1,000	\$1,000
7.	20	Special Ed Supplies		\$ -	\$ -
8.	31	Telecommunications	\$0	\$ -	\$ -
9.	40	Local Travel/ Field Trips	\$10,000	\$10,000	\$10,000
10.	40	Out of Town Travel		\$ -	\$ -
11.	40	Periodicals		\$ -	\$ -
12.	40	Employee Training	\$30,000	\$30,000	\$30,000
18.	50	Parent Partners	\$3,499	\$3,499	\$3,499
19.	50	Stipends (Students Only)		\$ -	\$ -
20.	70	Furniture and Fixtures		\$ -	\$ -
21.	70	Special Ed Equipment		\$ -	\$ -
22.	70	Equipment Purchase:		\$ -	\$ -
23.	70	Rentals:		\$ -	\$ -
24.	70	Reference Materials	\$5,000	\$5,000	\$5,000
25.	70	Computers		\$ -	\$ -
26.	70	Textbooks	\$3,000	\$3,000	\$3,000
<b>Total Cost, OTPS</b>			<b>\$144,030</b>	<b>\$144,030</b>	<b>\$144,030</b>

**How would you do this differently?**

## Next Steps

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- Create a schedule with the Principal for meeting
  - Principal needs to share enrollment projection numbers
  - Principal needs to share the budget allocation
  - Principal needs to engage LSRTs planning process and share their thinking
- Read the budget guide
  - Available on the DCPS website
  - Stay current with updates

## Questions and Continuing Information

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- Questions should be directed to:

[LSRT.Help@dc.gov](mailto:LSRT.Help@dc.gov)

(202) 442 - 5194